

Supported By:



EXECUTIVE LEADERSHIP PROGRAMME FOR COURT AND TRIBUNAL ADMINISTRATORS

26 FEBRUARY – 2 MARCH 2018



Second Run



“In our quest for court excellence, we need to ensure that our court staff are equipped with the relevant skill sets to undertake and perform their duties to the best of their abilities.”

The Honourable the Chief Justice Sundaresh Menon
Supreme Court of Singapore

INTRODUCTION

To have a modern court or tribunal system that is efficient, effective and just, Court and Tribunal Administrators holding senior or management positions have to exercise a broad range of professional skills to manage resources, people, facilities and other assets, information technology and the day-to-day operations. Apart from this, they are also required to provide strategic guidance to assist the Courts and Tribunals to take advantage of the opportunities provided by the emerging new technologies and information, and the challenges posed by the rising demands and changing societal and economic trends.

The **Executive Leadership Programme for Court and Tribunal Administrators** is a five-day intensive and interactive training programme specially designed for current and future leaders of Courts and Tribunals. The program will equip them with key interdisciplinary leadership skills to run the Courts and Tribunals effectively and efficiently for improved performance in delivering justice. The programme will also help the participants gain a broader perspective of the complex issues and policies governing court administration. To ensure an optimal learning experience, evidence-based case studies and a learning journey will be used to facilitate interactive discussions among the participants.

PROGRAMME OBJECTIVES

The programme provides an unique opportunity for senior officers and professionals engaged in court and tribunal administration to learn together, from programme and from each other through the exchange of ideas and best practices, to become better leaders. At the end of the programme, participants should be able to:

- i. Appreciate the core elements of effective leadership and good governance in court and tribunal administration to improve performance and to deliver excellent court services
- ii. Gain broader perspectives on complex multi-disciplinary issues that govern the management of the courts and tribunals and to explore new management approaches and the latest innovations used around the world to improve court and tribunal performance
- iii. Acquire new leadership and management skills to achieve high performance and to confidently lead and manage teams in their own courts and tribunals
- iv. Develop local and global network of peers and resources to support continuous learning and improvement to achieve court excellence



TARGET AUDIENCE

This programme is specially designed for senior officers and professionals from the Courts, Tribunals and in quasi-judiciary bodies in Singapore and the region who are holding leadership positions or who will be assuming leadership positions in the near future. As the programme will be conducted in English, participants must be proficient in the language.

SELECTION CRITERIA

Participants will be selected according to:

- Motivation for implementing change to improve performance
- Analytical assessment skills
- Current job responsibilities
- English language proficiency



PROGRAMME FOCUS & CURRICULUM

The programme will cover the following:

Leadership
& Strategic Planning

Process Innovation
& Management

Managing Court
Resources

Measuring Court
Performance

KEY TOPICS

Human Resource
Management

Strategies for Effective
Public Communications

Ethics & Values
for Public Officers

Implications
of Data Analytics

KEY INFORMATION

DATE & DURATION

26 February – 2 March 2018 (5 DAYS)

VENUE

Lee Kuan Yew School of Public Policy
National University of Singapore
469C Bukit Timah Road
Singapore 259772

APPLICATION

Please submit the completed Application Form online at <http://www.lkyspp.nus.edu.sg/executive-education/detail/executive-leadership-programme-for-court-and-tribunal-administrators>. All fields and questions are mandatory. Incomplete application forms will not be considered.

APPLICATION DEADLINE

15 January 2018

PROGRAMME FEE*

S\$7,276 with GST (S\$6,800 without GST)

**Fee is based on per-person basis and includes food, refreshments and learning support materials. Overseas participants should arrange their own visa, travel costs from Singapore, accommodation, transport and cover their living expenses while in Singapore. Participants are to arrive in Singapore (at least) one day before the start of the programme.*

ADMISSION

Admission to the Executive Leadership Programme for Court and Tribunal Administrators is subject to review and acceptance. Successful applicants will receive a Letter of Acceptance to aid their visa application to enter Singapore.

All participants will receive a Certificate of Successful Completion upon completion of the 1-week programme.

CONTACT

For enquiries on the Executive Leadership Programme for Court and Tribunal Administrators, please email: STATECOURTS_Registrar@StateCourts.gov.sg

TRAVEL DOCUMENTS

For information on travel documents and visas, please visit the Immigration and Checkpoints Authority website at www.ica.gov.sg.

HOTEL ACCOMMODATION

Foreign participants can consider staying at a nearby hotel to the programme venue. The NUS LKY SPP has arranged for a special corporate rate with Oasia Hotel Novena, which is located in front of Novena MRT station and only 3 stops away from the School (alight at Botanic Gardens MRT) via MRT. If you would like to book **Oasia Hotel Novena** for your accommodation, please contact the sales manager, Mr. Matthew Tan at **+65 6812 6983** or email to matthewtan@fareast.com.sg for further assistance or information on the corporate rate once you have been accepted into the programme and confirmed your place.

SPONSORSHIP INFORMATION

Foreign participants who are seeking funding assistance may contact the State Courts at STATECOURTS_Registrar@StateCourts.gov.sg for further information.

The following terms of award will be granted to successful applicants of the sponsorship funding: (i) course fees; (ii) hotel accommodation; (iii) daily allowance (at SGD 120/day for training days only); (iv) airport transfers; and (v) daily transportation between accommodation and training venue.

EXECUTIVE LEADERSHIP PROGRAMME FOR COURT AND TRIBUNAL ADMINISTRATORS

■ 26 FEBRUARY – 2 MARCH 2018

PARTICIPANT DETAILS

(MR/MRS/MISS/DR/OTHERS^) IF OTHERS, PLEASE SPECIFY

FIRST NAME _____ LAST NAME _____

DESIGNATION _____ DEPARTMENT _____

ORGANISATION _____

ADDRESS OF ORGANISATION _____

NATIONALITY _____ OFFICE NUMBER _____

MOBILE NUMBER _____ EMAIL ADDRESS _____

DIETARY RESTRICTION (IF ANY) _____ NO OF YEARS OF RELATED EXPERIENCE _____

PROGRAMME EXPECTATION

Kindly complete all the following questions. If space is not sufficient, please add a separate page and submit together with application form.

1. What is your current role and what are your responsibilities?

2. In your view, what are some of the main obstacles and challenges that you face at work?

3. What do you hope to learn from the course?

4. Briefly describe one change that you would like to see implemented in your organisation.

PAYMENT DETAILS

PROGRAMME FEES*

S\$7,276 with GST (S\$6,800 without GST)

**Fee is based on per-person basis and includes food, refreshments and learning support materials. Overseas participants should arrange their own visa, travel costs from Singapore, accommodation, transport and cover their living expenses while in Singapore. Participants are to arrive in Singapore (at least) one day before the start of the programme.*

MODE OF PAYMENT:

SPONSORED BY

INDIVIDUAL

OWN ORGANISATION

OTHER ORGANISATION

PLEASE STATE THE SUB-BU CODE IF SPONSORED BY SINGAPORE GOVERNMENT AGENCY:

*Delete where applicable

PAYMENT CONTACT:

FIRST NAME _____ LAST NAME _____

DESIGNATION _____ DEPARTMENT _____

ORGANISATION _____

BILLING ADDRESS _____

OFFICE NUMBER _____ EMAIL ADDRESS _____

IMPORTANT NOTES:

- All participants (excluding foreign participants sponsored by the Ministry of Foreign Affairs Singapore) must cover their own airfare, accommodation and incidental expenses/per diem. Participants are to arrive in Singapore (at least) one day before the start of the programme.
- The programme fee for each participant is S\$7,276 with GST (S\$6,800.00 without GST) without accommodation.
- Lunch, tea breaks and learning support materials will be provided on training days.

Once confirmed, should the participant cancel four (4) weeks before the programme, LKY School reserve the rights to charge the participant or the organisation he/she is from a cancellation fee equivalent to 50% of the course fee even if he/she is entitled to the Scholarship. LKY School reserves the right to postpone or cancel the programme by giving at least 14 days notice.

I have read the cancellation policy and accept its terms.

**CANCELLATION
POLICY**

SIGNATURE

DATE

How did you hear about this course? (You may select more than one option)

- | | |
|---|---|
| <input type="checkbox"/> LKY SCHOOL WEBSITE | <input type="checkbox"/> LKY SCHOOL ALUMNI |
| <input type="checkbox"/> PROGRAMME BROCHURE | <input type="checkbox"/> LKY SCHOOL EMAIL / NEWSLETTER |
| <input type="checkbox"/> INTERNET SEARCH | <input type="checkbox"/> LKY SCHOOL SOCIAL MEDIA |
| <input type="checkbox"/> OTHERS, PLEASE SPECIFY: | <input type="checkbox"/> OTHER REFERRAL, PLEASE SPECIFY: |

Please indicate below if and how you wish to be contacted about programmes and exclusive events from LKY School in the future.

- | | |
|---|---|
| <input type="checkbox"/> PHONE NUMBER | <input type="checkbox"/> MOBILE NUMBER |
| <input type="checkbox"/> POST | <input type="checkbox"/> EMAIL |
| <input type="checkbox"/> NO, I DO NOT WISH TO BE CONTACTED | |

LKY School will use the above information to contact you regarding the programme. We will not share any of your personal information without your written consent.

Please note that photography, audio and video recording may occur during the programme. All photography, audio and video recording may be used by National University of Singapore (NUS) for education, marketing, promotional and/or publication purposes. If you do not wish to have your image recorded or published for this programme, please inform us via email before the start of the course.

Send your application materials to us by email or post. Put **"EXECUTIVE LEADERSHIP PROGRAMME FOR COURT AND TRIBUNAL ADMINISTRATORS"** as the email subject line or on the envelope flap.

You can also submit your application **ONLINE**. Visit <http://www.lkyspp.nus.edu.sg/executive-education/detail/executive-leadership-programme-for-court-and-tribunal-administrators> for more details.

POST
Lee Kuan Yew School of Public Policy
National University of Singapore
469C Bukit Timah Road
Singapore 259772

EMAIL
LKYSPPPEP@nus.edu.sg

ATTENTION
Executive Leadership Programme for Court and Tribunal Administrators

TEACHING FACULTY

The teaching faculty will comprise experienced academic members from the Lee Kuan Yew School of Public Policy National University of Singapore (LKY School), subject-matter experts from the World Bank, as well as senior judicial officers and court administrators from the State Courts of Singapore.



Prof. Zeger van der Wal
*Associate Professor &
Assistant Dean (Research)
Lee Kuan Yew
School of Public Policy*



Prof. Leslie Chew, SC
*Dean
School of Law
Singapore University
of Social Sciences*



Mr Janadas Devan
*Chief of Government
Communications
Ministry of Communications
and Information of Singapore*



Ms Low Peck Kem
*Chief HR Officer &
Senior Director
(Business Partnerships)
Public Service
Division of Singapore*



Justice See Kee Oon
*Presiding Judge
State Courts of Singapore*



Ms Jennifer Marie, SC
*Deputy Presiding Judge
and Registrar
State Courts of Singapore*



Ms Kathryn Harrison
*Governance and Public
Sector Specialist
World Bank Group*

PANEL SPEAKERS



**The Honourable the Chief Justice
Sundaresh Menon**
*Chief Justice
Supreme Court of Singapore*



Prof. Lim Siong Guan
*Professor (Practice)
Lee Kuan Yew
School of Public Policy*

*The list of faculty and speakers is non-exhaustive and subject to changes.

**ABOUT
STATE COURTS
OF SINGAPORE**

The State Courts of Singapore are committed to inspiring public trust and confidence through an effective and accessible justice system. They handle about 90% of all judicial matters in Singapore, and comprise the District Courts, Magistrates' Courts, Coroners' Court, Small Claims Tribunals and Community Disputes Resolution Tribunals. The District Courts and Magistrates' Courts exercise original criminal and civil jurisdiction and some of them are also designated as specialist courts such as the Criminal Mentions Courts, Community Court, Traffic Court, Bail Court and Night Courts. For more information, please visit www.statecourts.gov.sg.

**ABOUT
LEE KUAN YEW
SCHOOL OF
PUBLIC POLICY**

The LKY School is an autonomous, professional graduate school of the National University of Singapore. Our mission is to educate and train policy-makers and leaders, with the objective of raising the standards of governance throughout the region, improving the lives of its people and, in so doing, contributing to the transformation of Asia and beyond. In addition to masters and PhD programmes, LKY School offers high quality customised Executive Programmes that cater to the needs of time-constrained senior managers and professionals, with the aim of delivering creative solutions to real management and leadership challenges. For more information, please visit www.lkyspp.nus.edu.sg.

**ABOUT
SINGAPORE**

One of the world's global cities, Singapore has evolved rapidly from a small trading outpost to a dynamic, multi-cultural and cosmopolitan city-state. Singapore's transformation and development during its first 50 years has gained global recognition, and is especially notable since the country lacks natural resources and domestic raw materials. Through consistent adaptation of best practices and development of own solutions, Singapore has grown to be respected as a capable and forward-looking nation. Political leadership, strategic planning, policy design and implementation have propelled the society upwards and forwards, resulting in a high standard of living and a sound environment for investments, scientific development, education and research. Singapore's civil service is considered to be one of the most competent, efficient and uncorrupt bureaucracies in the world, and is considered a key component in Singapore's successful development.

Foreign government agencies and leaders see immediate value in learning from Singapore's experience. The country frequently receives delegations and officials interested to gain knowledge and ideas to benefit their own public administration, policies and governance systems. Universities and institutions in Singapore frequently play hosts to renowned scholars, thinkers and global leaders, and the nation acts as headquarters to many leading international organisations and companies. Through its geographical accessibility, ease of communication, high levels of security and safety as well as a business-friendly climate, Singapore has become a melting pot of diverse cultures and perspectives

Participants who have attended our Executive Programmes have benefited from this enriching and meaningful learning experience.

